

<b>TRANSMITTAL SLIP</b>		DATE
TO: <b>Director of Security</b>		
ROOM NO.		
REMARKS	<div><i>clerk mlu</i> <i>meu</i></div>	
FROM: <b>DDO/OIS/EDA</b>		
ROOM NO.	BUILDING	EXTENSION
<b>1105</b>	<b>Ames Bldg.</b>	

44-38861-1  
 700-1 (EM)-8

10 April 1985

MEMORANDUM FOR: Executive Director  
 Deputy Director for Intelligence  
 Deputy Director for Operations  
 Deputy Director for Science and Technology  
 General Counsel  
 Inspector General  
 Comptroller

FROM:

Chief, Regulatory Policy Division

SUBJECT:

Proposed Revision of [REDACTED], Office of  
 Information Services, DRAFT B (Job #850)

## FOR YOUR INFORMATION:

1. This Draft B is considered the final version of the proposed revision of [REDACTED] initiated by the Office of Information Services (OIS), to update the statement of mission and functions for OIS. It reflects coordinator comments regarding the initial proposal and represents additional clarification of the mission of the Director of Information Services and the functions of the Classification Review Division. Additions and changes are indicated by brackets.

2. We plan to send this proposal to the Deputy Director for Administration for approval on 25 April 1985. If you have any questions or comments, please contact the undersigned before that date.

## Attachments:

- A. Concurrence Sheet (OGC)
- B. Proposed Revision of [REDACTED]

cc: AO/DCI OF  
 SSA/DDA OIT  
 D/OIS OL  
 OIS/IPD OMS  
 OIS/CRD OP  
 OIS/IRMD OS  
 OC OTE

*No OS Action Necessary  
 Close to OS Registry  
 4/16/85*

03 REMOTE  
 5-0412

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## HQ. INSTRUCTION SHEET

Delete			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
	79&80	2/9/81				<p>is revised to provide a current statement on the mission and functions of the Office of Information Services.</p> <p>The category is being revised and updated. The page numbers and the numbers of the figures have been changed to reflect these revisions.</p> <p>Delete the pages indicated by crossing out the entire pages and writing "Deleted by HIS " and the date " " on the appropriate pages.</p> <p>Insert the new pages after the Table of Contents dated 3 April 1984. Do not remove any pages until instructed.</p>
<p>Arrows in the page margin show the locations of the changes described above.</p>						

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